

SECRET

OFFICE OF TRAINING

NOTICE
NO. 8-57

8 March 1957

SUBJECT: School Speaker Index


REFERENCE: OTR Regulation No. 25-10, dated 13 March 1956

1. The Speaker Index for the Office of Training as previously implemented by the Library Section has been abolished. Instead, each School Chief will be responsible for establishing and maintaining a School Index on all guest lecturers which will be used as a basis for issuing letters of appreciation for services rendered by speakers and for selecting instructors and/or guest lecturers for School courses.

2. Related letters of appreciation to guest contributors will be prepared over the signature of the Director of Training and will normally be prepared in December of each year for Agency personnel. Letters concerning participants from other Government agencies should be prepared immediately following the time of their contribution and should be worded in general terms so that classification will not be required.

3. Letters will be addressed to appropriate heads of major components of this Agency or to appropriate officials of other government agencies.

4. School Indexes will be maintained through the use of Form 1036 (Attached).


MATTHEW BAIRD
Director of Training

25X1A

Attachment: Form 1036

Distributions:

School, Staff, Branch Chiefs
and Chief Instructors/OTR

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

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